



# CURRICULUM and INSTRUCTION COUNCIL MINUTES

## Santa Ana College Mission Statement

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

### 10+1

1. Curriculum including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development;
- +1. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

## Curriculum Committee Quorum: 15

### Voting Members:

Chair/Vice Chair – Madeline Grant/Kristen Robinson  
 Vice President of Academic Affairs – Jeffrey Lamb  
 Dean – Sara Butler  
 At Large Representative – Vacant  
 Business – Dori Dumon  
 Continuing Education – Henry Kim  
 Counseling – Daniel Peraza  
 Fine & Performing Arts – Jacqueline Schlossman  
 Humanities – Zachary Fish  
 Human Services – Wendy Wang  
 Kinesiology – Brian Sos  
 Library – Luis Pedroza  
 Mathematics – Justin Tolentino  
 Health Sciences – Catherine Emley  
 Sciences – Minhan Dinh  
 Social Sciences – Kristen Guzman  
 Student Representative – Vinh Nguyen/Christopher Fesler (Alternate)  
 Student Services – Vacant  
 Technology – Gregory Gonzales

### Non-Voting Members:

Articulation Officer – Paula Canzona  
 Matriculation Representative – Luz Fernandez  
 Curriculum Specialist – Anh-Phuong Tran  
 Curriculum Specialist – Reyes Vazquez

Monday, August 28, 2023 | 2:00 PM | Room JSC 219 – 1, 2, 3 & 4

**Present:** S. Butler, P. Canzona, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen (Student Representative), D. Peraza, K. Robinson, J. Schlossman, B. Sos, J. Tolentino, W. Wang

**Absent:** G. Gonzales, L. Pedroza

**Guest:** S. Aziz, K. Blackburn, J. Camacho, C. Fesler (Student Representative – Alternate), J. King, C. Romero

The meeting was called to order by M. Grant, CIC Chair, at 2:03 p.m.

## I. Approval of Additions or Corrections to Agenda

## II. Public Comments

No public comments were made.

## III. Approval of Minutes

The Minutes from May 22, 2023 were approved.

Mover: C. Emley

Seconded by: D. Dumon

Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang

Nays: None

Abstentions: M. Grant

## IV. Curriculum

See comments and approvals in subsequent pages.

## V. CIC Chair's Report

M. Grant provided a report that included Curriculum Office general information, Certificates of Proficiency and Achievement unit thresholds, updates to META, statewide updates affecting Curriculum (i.e., AB 928, AB 1111, Work Experience updates to Title 5), as well as upcoming CIC projects. She mentioned that a survey monkey would be sent to all CIC members later in the week to prioritize the CIC projects and interest in forming committees to tackle the projects.

M. Grant shared a brief synopsis of apprenticeship programs. She stated that C. Rutan, SCC Academic Senate President, may be available to conduct a presentation to SAC faculty on apprenticeship programs and the benefits to our students. More information will be provided in future meetings.



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10. Processes for institutional planning and budget development;
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

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Curriculum Specialist – Reyes Vazquez

P. Canzona iterated the importance of adding Ethnic Studies to our AA/AS degrees. She further mentioned that the updates to the local degrees need to be made during Fall 2023 to be reflected in the 2023-2024 catalog.

### VI. Distance Education Addendum Guidelines and Rubric

J. King expressed her gratitude to C. Jenkins and TJ Naman for their leadership with reviewing DE addendums over the past year. She also mentioned that many of the issues C. Jenkins and TJ Naman encountered are still currently present.

J. King mentioned that to assist faculty with DE addendums, a rubric was created which provides a framework for evaluating the course proposal's DE components as well as guidelines for DE addendum completion. Both documents will be uploaded to the SAC Curriculum website for easy access.

Discussion ensued.

### VII. Division Reports

M. Grant commented that as the Fall 2023 semester progresses so will the number of courses and programs that CIC will be reviewing. She said that a more productive way to review curriculum needs to be explored to ensure all members are participating in the review process.

M. Grant asked that members share their current division curriculum processes, best practices, and streamlining techniques so a framework may be adopted.

Discussion followed with ideas on how to support each other and faculty open to sharing resources currently used in their respective divisions.

### VIII. Announcements

Informational items only.

- a. **Quadrennials: Courses and Programs – Due October 16, 2023**
- b. **2023-2024 CIC Meeting Calendar Updated**

The meeting was adjourned at 4:05 p.m.

#### **IV.a. CONSENT AGENDA from TECHNICAL COMMITTEE**

##### **Revised Courses without Catalog Changes**

None to review

##### **Revised Courses with Minor Catalog Changes**

None to review

##### **Course Deactivations**

None to review

##### **Removal of Deactivated Courses from General Education Plans**

None to review

##### **Course Student Learning Outcomes (SLOs) Revisions Only**

None to review

##### **Course Materials Revisions Only**

None to review

##### **Revised programs**

None to review

##### **Program Deletion**

None to review

##### **Program SLO Revisions**

None to review

## IV.b. CURRICULUM ITEMS

### **DISCUSSION ITEMS (1<sup>st</sup> READINGS)**

Items 1 – 21 were discussed.

### **New Courses**

None to review

### **Revised Courses**

1. Mathematics 030, Coping with Math Anxiety
  - a. FOMA
2. \*Nutrition and Food 120, Food and Culture
  - a. Distance Education
  - b. General Education: Plan B: Area D; Plan C: Area 4
3. \*Philosophy 106, Introduction to Philosophy
  - a. Distance Education
4. \*Philosophy 106H, Honors Introduction to Philosophy
  - a. Prerequisite
  - b. Honors
  - c. Distance Education
5. \*Philosophy 108, Ethics
  - a. Distance Education
6. \*Philosophy 112, World Religions
  - a. Distance Education
7. \*Philosophy 118, History of Philosophy
  - a. Distance Education
8. Political Science 235, Identity Politics
  - a. Distance Education

### **New Programs**

9. Certified Global Business Professional (CGBP) Exam Preparation & Practice Certificate of Completion – Noncredit
10. Introduction to Automotive Technology Systems & Engines Certificate of Completion – Noncredit
11. Introduction to Automotive Technology Systems, Engines, & Transmissions Certificate of Completion – Noncredit

### **Revised Programs**

12. Digital Literacy for Academic and Professional Success I Certificate of Competency – Noncredit
13. Digital Literacy for Academic and Professional Success II Certificate of Competency – Noncredit
14. English for Work Certificate of Competency – Noncredit
15. Enhanced English for Work Certificate of Competency – Noncredit
16. ESL College Reading and Writing Certificate of Competency – Noncredit
17. ESL Core Beginning Certificate of Competency – Noncredit
18. ESL Core Capstone Certificate of Competency – Noncredit
19. ESL Core Intermediate Certificate of Competency – Noncredit
20. ESL Enhanced Speaking Capstone Certificate of Competency – Noncredit
21. ESL Grammar for Better Writing Certificate of Competency – Noncredit

**IV.c. CURRICULUM ITEMS**  
**ACTION ITEMS (2<sup>nd</sup> READINGS)**

**Items 22 – 24 were approved.**

Mover: D. Dumon  
Seconded by: J. Tolentino  
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang  
Nays: None  
Abstentions: None

**Items 22 – 24 with prerequisites were approved.**

Mover: C. Emley  
Seconded by: D. Dumon  
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang  
Nays: None  
Abstentions: None

**Items 22 – 24 with Honors were approved.**

Mover: C. Emley  
Seconded by: D. Dumon  
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang  
Nays: None  
Abstentions: None

**Items 22 – 24 with General Education were approved.**

Mover: K. Guzman  
Seconded by: J. Tolentino  
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang  
Nays: None  
Abstentions: None

**Items 22 – 24 with Distance Education were approved.**

Mover: D. Dumon  
Seconded by: J. Tolentino  
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang  
Nays: None  
Abstentions: None

**Items 32 – 33 and 35 were tabled prior to discussion.**

**Motion to table items 29, 31, 37 – 38 was made pertaining to cross listings and the impact on students.**

Mover: C. Emley  
Seconded by: D. Dumon  
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang  
Nays: None  
Abstentions: None

**Items 25 – 28, 30, 34, 36, 39 – 42 were approved.**

Mover: J. Tolentino  
Seconded by: W. Wang  
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang  
Nays: None  
Abstentions: None

**Items 25 – 28, 30, 34, 36, 39 – 42 with prerequisites and recommended preparation were approved.**

Mover: D. Dumon  
Seconded by: W. Wang  
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang  
Nays: None  
Abstentions: None

**Items 25 – 28, 30, 34, 36, 39 – 42 with Distance Education were approved.**

Mover: J. Tolentino  
Seconded by: K. Guzman  
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang  
Nays: None  
Abstentions: None

**Item 43 was approved.**

Mover: D. Peraza  
Seconded by: W. Wang  
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. Lamb, V. Nguyen, D. Peraza, J. Schlossman, B. Sos, J. Tolentino, W. Wang  
Nays: None  
Abstentions: None

## New Courses

22. American Sign Language 110H, Honors American Sign Language I
  - a. Prerequisite
  - b. Honors
  - c. General Education: Plan A: C, Plan B: C2, Plan C: 6A
  - d. Distance Education
23. American Sign Language 111H, Honors American Sign Language II
  - a. Prerequisite
  - b. Honors
  - c. General Education: Plan A: C, Plan B: C2, Plan C: 3B and 6A
  - d. Distance Education
24. American Sign Language 210H, Honors American Sign Language III
  - a. Prerequisite
  - b. Honors
  - c. General Education: Plan A: C, Plan B: C2, Plan C: 3B and 6A
  - d. Distance Education

## Revised Courses

25. Digital Media 103, History of Film to 1945
  - a. Distance Education
26. Digital Media 104, History of Film from 1945 to Present
  - a. Distance Education
27. Digital Media 112, Introduction to Video Editing and Postproduction
  - a. Distance Education
28. Digital Media 140, Cinematography
  - a. Recommended Preparation
  - b. Distance Education
29. Digital Media 142, Acting for the Camera – **Tabled**
  - a. Cross Listing: THEA 113
  - b. Distance Education
30. Digital Media 150, Producing and Directing
  - a. Recommended Preparation
  - b. Distance Education
31. Digital Media 260, Lighting Fundamentals – **Tabled**
  - a. Cross Listing: THEA 133
  - b. Distance Education
32. \*High School Subjects – Math 154, Pre-Algebra A – Noncredit – **Tabled**
  - a. Distance Education
  - b. Correspondence Education
33. \*High School Subjects – Math 155, Pre-Algebra B – Noncredit – **Tabled**
  - a. Distance Education
  - b. Correspondence Education
34. \*High School Subjects – Math 165, Algebra 2A – Noncredit
  - a. Distance Education
35. \*Mathematics 140, College Algebra – **Tabled**
  - a. Prerequisite
  - b. Distance Education
36. Photography 194, Digital Workflow
  - a. Prerequisite
  - b. Distance Education

- 37. Theatre Arts 113, Acting for the Camera – **Tabled**
  - a. Cross Listing: DM 142
  - b. Distance Education
- 38. Theatre Arts 133, Lighting Fundamentals – **Tabled**
  - a. Cross Listing: DM 260
  - b. Distance Education
- 39. Theatre Arts 154, Performance Ensemble
  - a. Distance Education
- 40. Theatre Arts 155, Children's Theatre Ensemble
  - a. Distance Education
- 41. Theatre Arts 177, Principles of Playwriting
  - a. Distance Education
- 42. Vocational – Business 576, Systems and Networking Essentials
  - a. Recommended Preparation
  - b. Distance Education

### **New Programs**

None to review

### **Revised Programs**

- 43. Advanced Culinary Arts Certificate of Achievements